



**PRESCOTT TOWN COUNCIL
MINUTES**

Monday, November 3, 2025

6:00 p.m.

Council Chambers

360 Dibble St. W.

Prescott, Ontario

Present	Mayor Gauri Shankar, Councillor Leanne Burton, Councillor Mary Campbell, Councillor Justin Kirkby, Councillor Lee McConnell, Councillor Tracey Young, Councillor Ray Young
Staff	Matthew Armstrong, CAO/Treasurer, Dana Valentyne, Economic Development Officer, Chelsea Conklin, Deputy Clerk, Chloe Preston, Director of Administration/Clerk, Tim Fisher, Municipal Planner
Guests	Scott Davis

1. Call to Order

The meeting was called to order at 6:12 p.m.

2. Approval of Agenda

Motion 198-2025

Moved By Campbell

Seconded By Kirkby

That the agenda for the Regular Council meeting of November 3, 2025, be approved as presented.

Carried

3. Declarations of Interest

There were no declarations of interest.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Minutes of the previous Council meetings

6.1 October 20, 2025

Motion 199-2025

Moved By Burton

Seconded By Ray Young

That the Council minutes dated October 20, 2025, be accepted as presented.

Carried

7. Communications & Petitions

There were no communications or petitions.

8. Consent Reports

Motion 200-2025

Moved By Young

Seconded By Ray Young

That all items listed under the Consent Reports section of the agenda be accepted as presented.

Carried

8.1 Information Package (under separate cover)

9. Committee Reports

There were no committee reports.

10. Mayor

Mayor Shankar spoke to attending Halloweentown and the Pumpkin Parade on November 1st.

11. Outside Boards, Committees and Commissions

Councillor Kirkby spoke to attending the Pumpkin Parade and the Edwardsburgh/Cardinal/Prescott staff hockey game. An update from the Operations Department noted the water main break, water main flushing, the Shoppers Drug Mart parking lot has been completed, and the retirement of Bob Dixon.

Councillor Campbell will be attending a Fire Administration meeting on November 4, an Emergency Management meeting on November 7, and attended the Spirit of Giving Event at Your Independent Grocer on November 1.

Councillor Burton attended the Pumpkin Parade, Halloweentown, and the Spirit of Giving Event at Your Independent Grocer. The Prescott Public Library is starting up their dungeons and dragons' night, a silent book club, and are hosting a paint party on November 25. Councillor Burton will be attending a St. Lawrence Shakespeare meeting on November 4.

Councillor McConnell spoke to continuing cemetery maintenance and attended the Spirit of Giving Event at Your Independent Grocer, and the Pumpkin Parade.

Councillor R. Young attended the Spirit of Giving Event at Your Independent Grocer, the Pumpkin Parade, and a St. Lawrence Lodge meeting where the budget is almost ready to present.

Councillor T. Young attended Halloweentown, Bridges to Better Business in Athens, the Downtown Connections Event at the Fire Hall, and spoke to the success of Small Business Week. Prescott's Allan & Associates have accepted the most inclusive employer award. Councillor T. Young will be attending an upcoming Prescott Heritage Committee meeting on November 6.

12. Staff

12.1 Staff Report 74-2025 - Financial Report - September 2025

Matthew Armstrong, CAO/Treasurer spoke to the report.

Discussion was held regarding provincial funding, and the process for collecting outstanding taxes.

13. Resolutions

There were no resolutions.

14. By-laws

14.1 By-Law 44-2025 - Alternative Voting Methods

Motion 201-2025

Moved By Burton

Seconded By Ray Young

That By-Law 44-2025, being a by-law to authorize the use of telephone and internet voting as an alternative voting method for municipal elections for the Corporation of the Town of Prescott, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

14.2 By-Law 45-2025 - Heritage Designation - 305 Centre Street

Motion 202-2025

Moved By Kirkby

Seconded By Burton

That By-Law 45-2025, being a by-law to designate the property known municipally as The Surgery, 305 Centre Street as being of Cultural Heritage Value, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

15. New Business

15.1 Ontario Community Infrastructure Fund (OCIF) Resolution

Motion 203-2025

Moved By Young

Seconded By Burton

THAT Council support the Township of Edwardsburgh/Cardinal resolution regarding Ontario Community Infrastructure Fund (OCIF);

AND THAT Council direct staff to circulate their support to all recipients of the original resolution and the Township of Edwardsburgh/Cardinal.

Carried

Councillor Tracey Young spoke to the resolution.

15.2 Staff Report 75-2025 - Surplus Land Declaration - Prince Street Field

Motion 204-2025

Moved By Ray Young

Seconded By McConnell

THAT Council defer the decision regarding the declaration of surplus lands - Prince St Field Lands until the next council meeting to review the feedback provided during the Public Meeting.

Carried

Discussion was held regarding the potential outcomes of the land, the need for housing, drainage, accessibility and the length of the deferral.

Scott Davis suggested to let the developer do their own due diligence regarding testing on the property and know what type of development they are looking for through zoning.

16. Notices of Motion

There were no notices of motion.

17. Mayor's Proclamation

There were no mayor proclamations.

18. Period for Media Questions

Jon Vickers-Marshall from South Grenville Beacon questioned the cost of the watermain break, and if the fee was coming from the 2025 budget. He also questioned how staff plan on informing the public going forward.

19. Closed Session

Motion 205-2025

Moved By Young

Seconded By Campbell

THAT Council move into Closed Session at 7:00 p.m. to discuss matters pertaining to:

19.1 Approval of Closed Session Minutes (October 20, 2025)

19.2 Heritage Advisory Committee Applications/Appointments

Under Section 239(2)(b) under the Municipal Act - personal matters about an identifiable individual - specifically applications to the Prescott Heritage Advisory Committee; AND

That the CAO/Treasurer, Director of Administration/Clerk, and Deputy Clerk remain in the room.

Carried

19.1 Approval of Closed Session Minutes (October 20, 2025)

19.2 Heritage Advisory Committee Applications

20. Rise and Report

Motion 206-2025

Moved By Burton

Seconded By Young

THAT Council appoint the following individuals to the Prescott Heritage Committee:

-Aleida Albers

-Susan Marjerrison

Carried

21. Confirming By-Law – 46-2025

Motion 207-2025

Moved By Kirkby

Seconded By Campbell

That By-Law 46-2025, being a by-law to confirm the proceedings of the Council meeting held on November 3rd, be read and passed, signed by the Mayor and Clerk, and sealed by the seal of the Corporation.

Carried

22. Adjournment

Motion 208-2025

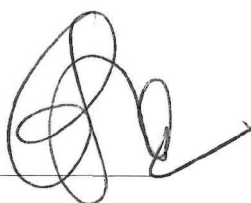
Moved By Kirkby

Seconded By Burton

That the meeting be adjourned. (Time: 7:21 p.m.)

Carried

Mayor

A handwritten signature consisting of several overlapping loops and a final downward stroke.

Clerk

A handwritten signature with multiple large, circular loops and a series of horizontal strokes at the end.